

CITY OF SANTA FE

ADMINISTRATIVE MANUAL



Originating Business Unit:

City Manager's Office

SUBJECT

Employee of the Month Policy	Policy Number 1200-5-1	# Pages 03
	Effective Date 01-01-2001	Revision Date 01-01-2001

1.0 PURPOSE:

- 1.1 The purpose of the Employee of the Month program is to recognize exemplary performance by individuals or group of employees employed by the City of Santa Fe who are nominated by their peers, supervisors, or the public.

2.0 APPLICABLE TO:

- 2.1 All City Employees.

3.0 REFERENCES:

- 3.1 Employee of the Month Committee Guide Lines.

4.0 DEFINITIONS:

- 4.1 None.

5.0 POLICY:

- 5.1 Nominees for Employee of the Month (E.O.M.) must be city employees. Nominees may be individuals, working groups, or teams of employees.

6.0 PROCEDURES:

- 6.1 Nominations can be made by any city employee or by the general public. Nominations must be on the official nomination form. Letters of support may accompany nominations from co-workers.
- 6.2 All nominations meeting the provisions of these guidelines will be accepted for consideration. Nominations for Employee of the Month are valid only for the month in which originally submitted. Nominations may be re-submitted in subsequent months but only for one additional month.

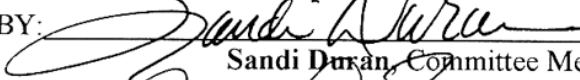
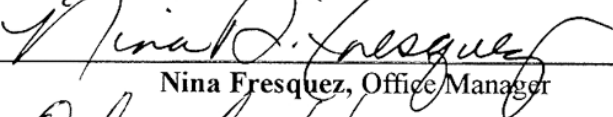


- 6.3 A person is limited to making one nomination per month.
- 6.4 The committee will consist of eight members, to include supervisors and non-supervisors.
- 6.5 Nominations for committee members may be made by any city employee, and will be selected by the E.O.M. Committee. Only city employees may serve on the committee.
- 6.6 Committee members may serve two-year terms. Terms are staggered, with three members appointed each fiscal year. A committee member may serve more than one full term until they have been replaced.
- 6.7 The committee can name a replacement to serve the balance of a term of a member who resigns. Committee members serving a partial term can be nominated to serve on the committee again for a full term.
- 6.8 A member of the committee arranges for E.O.M. meetings, awards, collecting nominations, publicizing the program, etc.
- 6.9 The committee will meet on the Friday before the upcoming City Council Meeting to review E.O.M. nominations and to make a selection.
- 6.10 The committee will evaluate all nominations by the following criteria:
 - a. The employee must have completed at least one year of employment with the City of Santa Fe;
 - b. Special considerations such as outstanding work on specific program, project, event, or incident, productivity improvements, or other significant accomplishments;
 - c. All other factors being equal, preference will be given to those who have not previously been selected as Employee of the Month;
 - d. After evaluation is complete, the E.O.M. Committee will do an employee reference check with Personnel; and
 - e. After reviewing the information available, each committee member will rank the nominees, with "1" being the committee member's first choice for E.O.M. The rankings will be totaled. The nominee receiving the highest numeric total will be named Employee of the Month.

- 6.11 The employee or group of employees chosen as Employee of the Month will be presented a certificate of appreciation by the Mayor the last City Council meeting of each month. The employee's/group name will be announced via e-mail (AS400) throughout the city and will be posted in the Personnel Newsletter. Also, a press release will be sent out to our local newspaper and photo will be displayed at City Hall during the month. A cash award and/or gift certificate will be presented.

7.0 **APPENDIXES:**

- 7.1 Employee of the Month Nomination Form.

8.0 REVIEW AND APPROVALS

8.1	PREPARED BY:		
		Sandi Duran, Committee Member	DATE
8.2	REVIEWED BY:		12-12-00
		Nina Fresquez, Office Manager	DATE
8.2	REVIEWED BY:		12-12-00
		Orlando Vasquez, Administrative Assistant	DATE
8.3	APPROVED BY:		3/14/01
		Jim Romero, Acting City Manager	DATE